



Pawsitive Match Rescue Foundation

SUPPLY HOME

The Role

Location	Your home	Reports To	Supply Coordinator Shelter Director Foster Coordinator
Weekly Time Commitment	1-3 hrs, variable	Direct Report(s)	N/A

The Supply Home Volunteer plays a vital role in ensuring foster homes that have limited access to the shelter still receive essential supplies for the animals in their care. This role involves receiving, organizing, and maintaining an inventory of basic supplies while coordinating with fosters to provide necessary resources. The Supply Home Volunteer visits the shelter at least twice per month to collect foster supply drop-offs and ensures items are refreshed before they expire or run low. Their efforts help keep operations running smoothly and ensure that foster families are well-equipped to care for their animals.

The Responsibilities

- Visit the shelter at least twice per month to pick up or return supplies.
- Organize and maintain an inventory of basic supplies at home for foster families to access.
- Coordinate with foster homes to provide necessary supplies when requested.
- Monitor item quantities and expiration dates, refreshing stock as necessary.
- Communicate with the Supplies Coordinator to replenish inventory when supplies run low.
- Ensure a smooth handoff of items to fosters in a timely manner.



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The Person

- A community member in good standing.
- Organized and able to manage inventory efficiently.
- Strong communication skills for coordinating with fosters via email, phone, or messaging apps.
- Access to a vehicle for occasional transport of supplies.
- Passion for animal welfare and supporting rescue efforts.

Experience & Qualifications

- Ability to maintain a clean, safe, and accessible storage space for supplies (not accessible by animals).
- Administrative Skills - Computer Skills (Basic+) is an asset